Digital File Management for Wayside Exhibits

"Production files" are full-size digital files created in QuarkXpress with attached low-resolution graphics and maps created in Photoshop or Illustrator. To facilitate the editing process, planners may write and edit directly in the Quark files without altering the attached graphic files. The final "live" Quark files are provided directly to the fabricator, and therefore must be managed carefully to avoid introducing errors. There should only be one live Quark file for each exhibit at any given time. Duplicate files, old files, and variations should be deleted or renamed so there is no confusion about which file is the live file. Files should be named according to the Digital File Structure Guide and should not be renamed, or have dates or other information appended to the name. Each file already contains the file's last modification date, which should be used to check the status.

File Transfer

The following procedures should help minimize the number of errors in the file preparation process:

- Use the WEdata to transfer files back and forth between planner and designer.

- Create a project folder on WEdata using the alpha code name

- Create a folder named "Exhibits" in the project folder

- Place all live files in the Exhibits folder for the planner/designer to pick up and let the planner/designer know.

- Download files onto your hard drive when you work on them and delete those remaining on the WEdata server.

- When you are done with your work on the files, upload them back onto the WEdata server in the correct project folder and let the planner/designer know.

- Delete the files from your hard drive once they have been uploaded to the WEdata server.

Archiving Work in Progress

At the end of each work day, all files that were worked on during the day should be backed up to disk or to the WEdata server in personal folders. Keep in mind that WEdata is backed up to tape every night and 30 days worth of tapes are maintained.